

**Virginia School Age Child Care Grant
PROPOSAL SUBMISSION CHECKLIST**

INCLUDED?	RFP SUBMISSION CHECKLIST
	Three (3) full proposals with original authorized signatures (signed in ink); Full proposal includes the following: <ul style="list-style-type: none"> • Complete copy of RFP and all Addenda, Acknowledgements, if any, signed and filled out as required, and completed Attachments A – G • Project Narrative (5-page limit) • Letters of Support or Collaborative Agreements • Resumes / Job Descriptions for key project leaders
	Three (3) copies of original signed proposal <ul style="list-style-type: none"> • Copies need only include Project Narrative; completed Attachments A – G; Letters of Support or Collaborative Agreements; Resumes / Job Descriptions for key project leaders
	ATTACHMENT A (See definitions on page 2 of this Attachment) <ul style="list-style-type: none"> • Completed Proposal Cover Sheet • 50-word Project Summary
	PROJECT NARRATIVE (5 page limitation) that includes and is organized in the following order:
	<ul style="list-style-type: none"> • BRIEF OVERVIEW OF PROPOSED PROJECT <ul style="list-style-type: none"> ○ Include summary of project description, goals, objectives, key activities, number to be served
	<ul style="list-style-type: none"> • NEEDS STATEMENT <ul style="list-style-type: none"> ○ Include relevant statistics and input from stakeholders, target population and geographic area to be served ○ Describe how proposed project relates to focus area(s)
	<ul style="list-style-type: none"> • EXPERIENCE OF THE APPLICANT ORGANIZATION <ul style="list-style-type: none"> ○ Include agency profile, history, capabilities ○ Describe collaborative partners, roles & experience
	<ul style="list-style-type: none"> • PROJECT DESCRIPTION <ul style="list-style-type: none"> ○ Include project goals and objectives and sustainability plans ○ Describe activities to be conducted to achieve desired results & why chosen
	<ul style="list-style-type: none"> • OUTCOMES <ul style="list-style-type: none"> ○ Describe outcomes in measurable terms ○ State objectives of project activities and how related to desired outcome or results
	<ul style="list-style-type: none"> • EVALUATION <ul style="list-style-type: none"> ○ Include plan for evaluating accomplishments ○ Describe data to be collected, how data will be collected and how data will be analyzed to determine effectiveness of project
	ATTACHMENT B (B-1, B-2, B-3,B-4) – Itemized Budget <ul style="list-style-type: none"> • Include narrative justification and explanation for all proposed

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	expenses
	ATTACHMENT C – Project Work Plan <ul style="list-style-type: none"> Describe activity plans, project methodology, key staff responsibilities and timelines
	ATTACHMENT D - Outcomes and Performance Measure Summary <ul style="list-style-type: none"> Summarize each proposed outcome and how performance will be measured
	ATTACHMENT E – Assurance Form – Non Construction Programs <ul style="list-style-type: none"> Include authorized signature signed in ink
	ATTACHMENT F –W-9 Form <ul style="list-style-type: none"> Complete form and include authorized signatures, signed in ink
	ATTACHMENT G- Proposal Check List <ul style="list-style-type: none"> Include your checklist documenting all forms have been attached
	ALL REQUIRED ORIGINAL SIGNATURES COMPLETED

Definitions for use when completing Attachment A – Proposal Cover Sheet

Authorized Organization Representatives: Since the management structure of each applicant's organization is unique, the following are the general guidelines and definitions to use when completing the Proposal Cover Sheet (Attachment A):

The Project Director is generally the person responsible for the overall grant administration and compliance with grant guidelines; could be the organization's executive director, CEO, etc. Having the Project Director sign off on the financial and project progress reports would be appropriate, but may not be practical in some organizations. The Project Director should be kept up to date on both the financial and project progress since this is the person VDSS holds accountable for the grant.

The Project Administrator is responsible for the day-to-day management and implementation of the grant project; this person may actually run the project or may supervise a project manager or coordinator who is doing the hands-on work. If the Project Administrator prepares the Quarterly Progress Report, then the Project Director should be the one to review and sign the report. If a project manager or coordinator prepares the report, then it would be appropriate to have the Project Administrator (or Project Director) review and sign the report.

Finance Officer is the organization's designated financial officer or grants officer who is responsible for tracking grant expenses and ensuring financial compliance with the grant guidelines. Generally, the designated Finance Officer should be the one to REVIEW and sign the "Quarterly Finance Report and Reimbursement Invoice" even if the preparation of the report is delegated to another staff member within the Finance Office. The Finance Report form requests the name and phone number of the person preparing the report in case there are questions about the expenses or supporting documentation submitted.